

National Archives at College Park



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MEMORANDUM TO AGENCY RECORDS OFFICERS AND INFORMATION RESOURCE MANAGERS: Cost savings in Federal Records Centers storage

Attached is a computation of the estimated cost savings in space and equipment that may be achieved through transfers of records from agency offices to Federal Records Centers during Fiscal Year 1996. Please circulate this information among your agency program managers and staff to illustrate the value of good records management.

Agencies have found this model to be useful in estimating the annual cost savings relating to their records retirements under 44 U.S.C. 3101. In order to calculate the savings more precisely, you may want to substitute your actual office space and files equipment costs for those shown in the model.

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Attachment

ESTIMATING THE COST PER CUBIC FOOT TO STORE RECORDS IN FEDERAL RECORDS CENTER (FRC) SPACE AND EQUIPMENT VERSUS OFFICE SPACE AND EQUIPMENT DURING FISCAL YEAR 1996

A. RECORDS CENTER SPACE AND EQUIPMENT COSTS

The average cost to store a cubic foot of records in FRC storage space and equipment during FY 1996 may be calculated as follows:

1. In storage space, 168 cubic feet of records occupy approximately 30 square feet of floor space. This ratio is based on standard double-row shelving with the units 14 shelves high as installed in the Federal records center system. Two shelving units occupy 18 square feet of floor space plus approximately 12 square feet of aisle space.
2. The average annual cost per square foot for records center storage space, warehouse type, is \$7.14 (based on rent for 1st quarter FY 1996 under the Federal Building Fund and the Army 1995 ISA projected for the New York FRC).
3. The ratio of 168 cubic feet per 30 square feet is approximately 5 to 1. Thus, the cost of storage space is \$7.14 divided by 5 or approximately \$1.43 per cubic foot of records.
4. The cost of the standard records center carton (NSN 8115-00-117-8249) which holds one cubic foot of records is \$1.58 (GSA Customer Service, November 1995). For shelving, the average cost of parts, freight, off-loading, and erection services for a 14 shelf high unit, through UNICOR, is \$303.51 or approximately \$3.61 per cubic foot.

Shelving	\$3.61
Carton	1.58
Total	<u>\$5.19</u>

This cost (\$5.19) is amortized over 40 years giving an annual cost of approximately \$0.13 for records center type filing equipment.

FRC Storage Space	\$1.43
Filing Equipment	.13
Total	<u>\$1.56</u> per cubic foot

For FY 1996 the estimated records center cost averages \$1.56 per cubic foot of files for space and equipment.

B. OFFICE SPACE AND EQUIPMENT COSTS

The average cost to store a cubic foot of records in office space and equipment during FY 1996 may be calculated as follows:

1. In agency offices, 168 cubic feet of records occupy approximately 168 square feet of floor space. This is based on the use of typical 5-drawer letter size filing cabinets which hold approximately 7.5 cubic feet of files each. Each cabinet requires approximately 7.5 square feet of floor space which includes space for opening the drawers and standing space to service the files.
2. The average annual cost per square foot of office space is \$22.73 (based on 1st quarter FY 1996 office rent, nationwide basis, under the Federal Building Fund).
3. The ratio of 168 cubic feet to 168 square feet is 1 to 1. Thus, the annual space cost per cubic foot of files is \$22.73 divided by 1 or \$22.73.
4. The cost of a 5-drawer letter size file cabinet (NSN 7110-00-286-3798) which houses 7.5 cubic feet of records is \$154.22 (GSA Customer Service, November 1995) or \$154.22 divided by 7.5 equals \$20.56 per cubic foot. This equipment cost is amortized over 40 years giving an annual cost of \$0.51 for office filing equipment.

Office Space	\$22.73
Filing Equipment	.51
Total	<u>\$23.24</u> per cubic foot

For FY 1996 the estimated agency office cost averages \$23.24 per cubic foot of files for space and equipment.

C. SUMMARY OF FY 1996 ESTIMATED COSTS FOR RECORDS STORAGE

In Office Space and Equipment	\$23.24
In FRC Storage Space and Equipment	1.56
Cost Avoidance (Saving) Per Cubic Foot	\$21.68

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